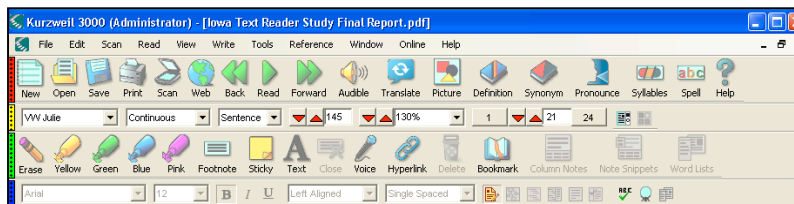
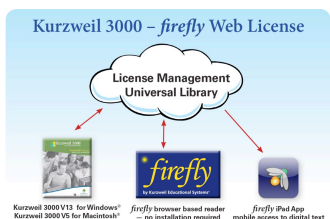


## Getting Started with Kurzweil 3000 firefly for Windows



### What is Kurzweil 3000?

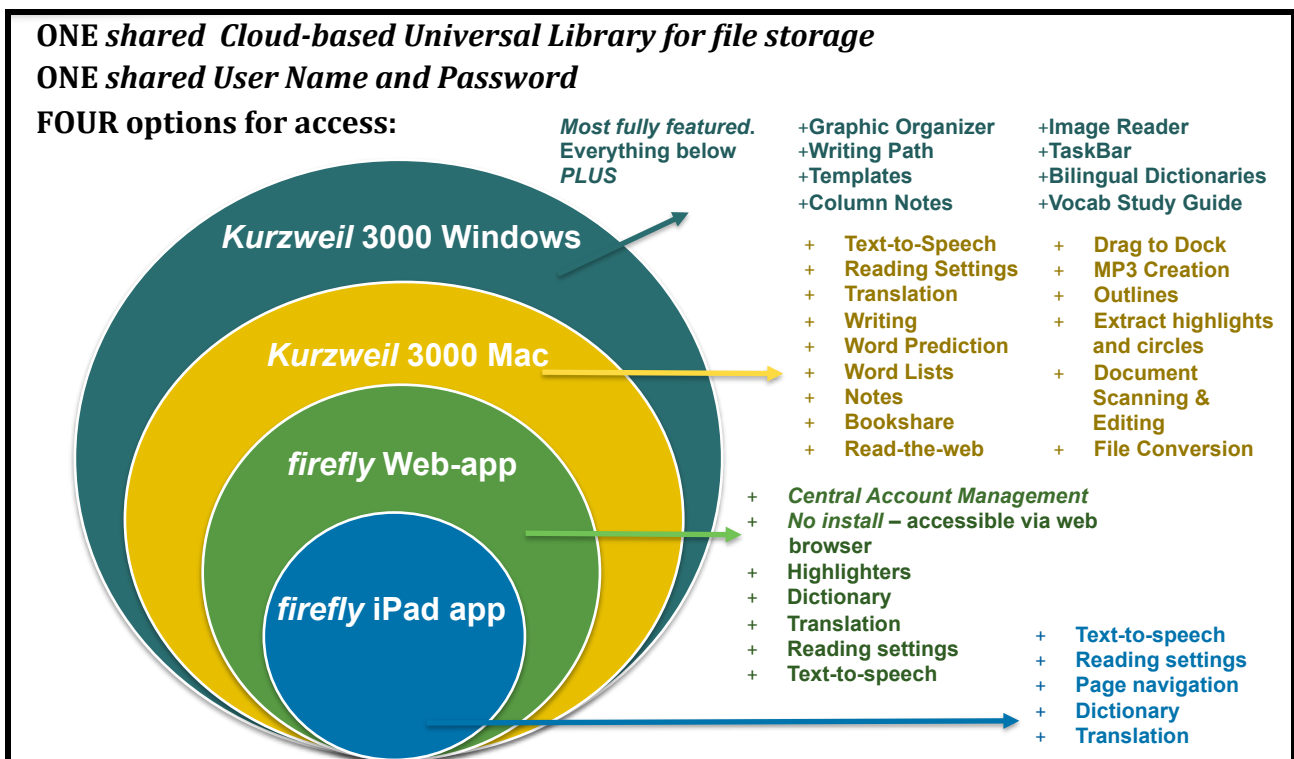
- *Kurzweil 3000* is an integrated scan and read software program that provides multisensory access to reading material with powerful tools for *reading, writing, test-taking and learning*.
- *Kurzweil 3000* does not *teach* reading and writing, it is a *tool* that provides a digital text-to-speech environment for *implementing* proven reading, writing and learning strategies.
- *Kurzweil 3000* can be used to turn any curriculum material into an interactive digital format that is inherently flexible and accessible to a wide variety of students who need support in accessing the general education curriculum. (Struggling students, students on IEPs, students with Physical Disabilities, English Language Learners, students with attentional issues, autism, gifted, and more.)
- Kurzweil 3000 can provide the support needed for *ELL Students* to independently access curriculum material while improving English word recognition. Bilingual dictionaries, a Spanish Picture Dictionary, Voice-recording Capabilities and a 64-language *translation tool* provide further customized support for *English Language Learners*.
- *Kurzweil 3000* is designed in accordance with the principles of *Universal Design for Learning*, providing multiple means of representation, expression and engagement in an effort to support all students by providing tools for interacting with text that are *necessary for some, beneficial for all*.
- *Kurzweil 3000* has keyboard shortcuts for all features and works well with a variety of other technology tools (speech recognition, alternative keyboards, switches, interactive white boards, etc.) to ensure access for all.
- *Kurzweil 3000* can be used to *differentiate instruction* for individual students, for small facilitated groups, or as part of whole-class strategy instruction.
- *Kurzweil 3000* is as powerful as the imagination of the user and can be used by teachers, students and professionals, to complete a wide variety of tasks.
- *Kurzweil 3000 firefly* provides four platform options: Windows, Mac, Web App, iPad app
- *Kurzweil 3000* is an integrated literacy solution.
- Kurzweil 3000-*firefly* supports efforts to meet the rigorous Common Core State Standards by serving as a *tool* for both students and teachers.

### What is your goal for using Kurzweil 3000 Software?

# What you need to know about Kurzweil 3000 *firefly*:



## A Comparison of the different Kurzweil 3000 *firefly* platform options:



## What do *you* need to do to begin?

Get answers to **General Questions** about installing and planning for *Kurzweil 3000* use.....Go to Pages 4-5

**Get content**/materials/files to use in *Kurzweil 3000*.....Go to Pages 6-7

Learn how to **read** files and adjust reading features.....Go to Pages 8-9

Use *Kurzweil 3000* to support **Vocabulary** Development and get Definitions of words.....Go to Pages 10-11









Teach **Study Strategies** with *Kurzweil 3000* or embed Comprehension Supports into a *Kurzweil 3000* File.....Go to Pages 12-16

Use *Kurzweil 3000* for independent **test taking**.....Go to Page 17



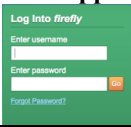



Use *Kurzweil 3000* to support different stages of the **writing** process.....Go to pages 18-19

**Plan** *next* steps in using *Kurzweil 3000* .....Go to Pages 20-21




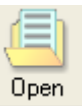
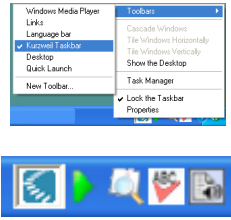
## General Questions

| <i>What would you like to do?</i>  | <i>Resources for Help:</i>  | <i>Suggested tools to use...</i>  |
|--|---|---|
| 1. Become part of the <i>Kurzweil 3000</i> community!                                      | <a href="http://www.kurzweilededu.com">www.kurzweilededu.com</a><br>Find and share resources and ideas for using <i>Kurzweil 3000</i><br>Marketing Department<br>Call: 1-800-547-6747<br>Email: <a href="mailto:marketing@cambiumtech.com">marketing@cambiumtech.com</a>  |  Join the Kurzweil 3000 Listserv<br> <a href="https://www.facebook.com/Cambiumlearningtechnologies">Cambiumlearningtechnologies</a><br> <a href="https://twitter.com/Cambiumtech">Cambiumtech</a><br> <a href="https://clt.webex.com">webex https://clt.webex.com</a><br> <a href="http://www.youtube.com/user/cambiumtech">http://www.youtube.com/user/cambiumtech</a><br> <a href="http://www.kurzweilededu.com/blog">http://www.kurzweilededu.com/blog</a> |
| 2. Figure out: what License types to buy, how many, get price quotes, etc.                 | <b>Sales Department</b><br>Call: 1-800-547-6747<br>Email: <a href="mailto:sales@cambiumtech.com">sales@cambiumtech.com</a>  | Go to: <a href="http://www.kurzweilededu.com">www.kurzweilededu.com</a> for product information, overview and how-to videos, customer testimonials, product flyers and MORE...  |
| 3. Get Training (Curriculum Integration, use with other tech tools, advanced skills, etc.) | <b>Implementation Services Department</b><br>Call: 1-800-547-6747 x626<br>Email: <a href="mailto:training@kurzweilededu.com">training@kurzweilededu.com</a>   | <b>Training Offerings:</b> <ul style="list-style-type: none"> <li>• Implementation Partnerships for ongoing consultation</li> <li>• Live Online Workshops</li> <li>• Self-Study Online Courses</li> <li>• Private Onsite Trainings (Customizable)</li> <li>• Public Regional Trainings</li> </ul> <a href="http://www.kurzweilededu.com/training.html">http://www.kurzweilededu.com/training.html</a>   |
| 4. PLAN for your <i>Kurzweil 3000</i> Implementation                                       | <b>Steps for Technology Implementation:</b> <ol style="list-style-type: none"> <li>1. Identify shared vision—Get Excited!</li> <li>2. Identify pioneering members of implementation team.</li> <li>3. Develop a collaborative master PLAN.</li> <li>4. Identify measurable goals of district, teachers and students.</li> <li>5. Create a budget.</li> <li>6. Acquire materials.</li> <li>7. Schedule ongoing professional development</li> <li>8. Evaluate success of the project.</li> <li>9. Share knowledge and communicate progress</li> </ol> | <b>Implementation Guides &amp; Other Supports:</b> <ul style="list-style-type: none"> <li>• NEW Partnership checklist</li> <li>• Implementation Guidelines</li> <li>• Implementation Checklist</li> <li>• Implementation Tips</li> <li>• Digital Text Organization spreadsheet</li> <li>• And more...</li> </ul> <a href="http://www.kurzweilededu.com/training-resources.html">http://www.kurzweilededu.com/training-resources.html</a>  |
| 5. Install <i>Kurzweil 3000</i> or get help with other technical issues.                   | Kurzweil 3000 Windows/Mac MUST be installed on your computer.<br><br><b>Technical Support Department:</b><br>Call: 1-800-547-6747<br>Email: <a href="mailto:tech@cambiumtech.com">tech@cambiumtech.com</a><br><b>Customer Support Portal:</b><br><a href="http://support.cambiumtech.com/index.php">http://support.cambiumtech.com/index.php</a><br><br><b>Installation guides are available on website as well as on the product DVD</b>   | <b>Product Install DVD or download:</b><br><a href="http://www.kurzweilededu.com/k3win">www.kurzweilededu.com/k3win</a><br><br><b>firefly webapp:</b><br><a href="http://www.fireflybykurzweil.com">www.fireflybykurzweil.com</a><br><br><b>firefly iPad app:</b><br>NOTE: You MAY make copies of the install DVD. Kurzweil 3000 can be pushed out to computers via .msi package<br><br><b>Main toolbar: Help (F1)</b>  |

## General Questions (Continued)




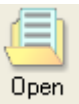


| <i>What would you like to do?</i>  | <i>Resources for Help:</i>   | <i>Suggested tools to use...</i>   |
|--|--|--|
| <b>6. Open Kurzweil 3000</b>   | <p><b>Double Click</b> on <i>Kurzweil 3000</i> icon on your desktop.</p> <p><b>Login:</b> Your username and password is the same for ALL Kurzweil 3000 platforms</p>   | <p> Double Click</p> <p><b>Login windows:</b></p>  <p><b>Login firefly web app or iPad app:</b></p>         |
| <b>7. Save a file</b><br><br><b>Universal Library</b><br><br> | <p><i>Kurzweil 3000</i> files are just files with a .kes extension.</p> <p>Save them anywhere:</p> <ul style="list-style-type: none"> <li>• <b>Kurzweil Web Universal Library</b></li> <li>• Any folder on your Computer</li> <li>• Anywhere on your network</li> <li>• On a USB drive</li> <li>• Upload them to a website (Moodle, edmodo, wiki, etc.)</li> </ul>   | <p><b>Menubar -&gt;File-&gt;Save to Library to save to the Universal Library (cloud storage shared by all platforms)</b></p> <p><b>Main toolbar: Save button (Ctrl S)</b></p>  <p>All changes and annotations will be saved.</p>  |
| <b>8. Print a document</b>   | <p>You can Print any document you open in Kurzweil 3000.</p> <ul style="list-style-type: none"> <li>• Click the <b>Print</b> icon</li> </ul>   | <p><b>Main toolbar: Print (Ctrl P)</b></p>    |
| <b>9. Check for Updates</b>  | <p>Updates are frequent and free and address bugs or add enhanced features. Search for product updates from within <i>Kurzweil 3000</i>. Follow the Prompts.</p>   | <p><b>Menu Bar-&gt;Online-&gt;Updates</b></p> <p><b>OR – Download from Website</b><br/> <a href="http://www.kurzweiledu.com">www.kurzweiledu.com</a> </p>  |
| <b>10. Learn more about digital text and Universal Design for Learning (UDL)</b>   | <ul style="list-style-type: none"> <li>• Learn about the National Instructional Materials Accessibility Standard (NIMAS)</li> <li>• Learn more about the Accessible Instructional Materials Consortium (AIM)</li> <li>• Learn more about <a href="http://www.bookshare.org">www.bookshare.org</a> and how to acquire digital files for students with print-based disabilities</li> <li>• Learn more about CAST's UDL framework and its core principles that support flexibility and choice: <ul style="list-style-type: none"> <li>○ Multiple means of Representation</li> <li>○ Multiple means of Expression</li> <li>○ Multiple means of Engagement</li> </ul> </li> </ul> | <p>NIMAS<br/> <a href="http://www.nimas.cast.org">www.nimas.cast.org</a> </p> <p>AIM<br/> <a href="http://www.aim.cast.org">www.aim.cast.org</a> </p> <p>Bookshare<br/> <a href="http://www.bookshare.org">www.bookshare.org</a> </p> <p>CAST<br/> <a href="http://www.cast.org">www.cast.org</a><br/> <a href="http://www.udlcenter.org">www.udlcenter.org</a> </p> |

## Getting your content/files into Kurzweil 3000




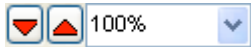
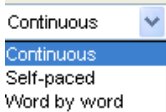
| <i>What would you like to do?</i>  | <i>How can Kurzweil 3000 help?</i>   | <i>Suggested tools to use...</i>  |
|--|--|---|
| <b>1. Scan*</b><br><br>Don't be afraid to ask your publisher for an accessible digital version of text. But, if your content is not available in a digital format already, you can easily turn paper curriculum materials into digital content.  | <i>Kurzweil 3000</i> makes it easy for you to scan in new materials. <ul style="list-style-type: none"> <li>• Open Kurzweil 3000 Professional on a computer connected to an ordinary scanner</li> <li>• Place document(s) on flatbed or in sheet feeder</li> <li>• Press the <i>scan</i> button on your <i>Kurzweil 3000</i> toolbar.</li> <li>• Save the file.</li> </ul> <p><i>NOTE: Use Zone Edit and/or Edit Underlying Text features to correct any text-to-speech mistakes.*</i></p>   | <b>Main toolbar: Scan button (F9)</b><br><br><br>NOTE: If you have a large volume of text to scan, consider using: <ul style="list-style-type: none"> <li>• Scanner with sheetfeeder</li> <li>• OR Networked copy machine to scan and save files as PDF</li> <li>• Don't be afraid to liberate a book from its binding!</li> </ul> |
| <b>2. Virtual Print*</b><br><br><br>Open digital files you created in any other programs (test, worksheets, graphic organizers, etc.) and turn them in to Kurzweil files. NOTE: If you can "Print" the file, you can turn it in to a Kurzweil file. | The <i>Virtual Print</i> feature in <i>Kurzweil 3000</i> allows you to open a file in any other program and "print" it to <i>Kurzweil 3000</i> to turn it in to a .kes file. <ul style="list-style-type: none"> <li>• Open the other program</li> <li>• Open the file you created with that program</li> <li>• Select Print and change the Printer choice to <i>KESI Virtual Printer</i></li> <li>• Click <i>OK</i></li> <li>• The new file will appear in <i>Kurzweil 3000</i></li> <li>• <b>Save</b> this new .kes file</li> </ul> | <b>From within any other non-Kurzweil 3000 program:</b><br><br>Print-><br>Change Printer to <b>KESI Virtual Printer</b> -> Click <i>OK</i><br><br>NOTE:<br>Any tools on your <b>Study skills toolbar</b> can now be used to mark-up this new .kes file.   |
| <b>3. Open a PDF*</b><br><br><br>*Requires Professional Version of Kurzweil 3000 or V13 and above.  | <i>Kurzweil 3000</i> can automatically recognize PDF files and turn them in to .kes files. <ul style="list-style-type: none"> <li>• From within <i>Kurzweil 3000</i> select <i>open</i></li> <li>• Browse to your file</li> <li>• Open the file and select the page range you would like converted to Kurzweil 3000</li> <li>• The file will appear in Kurzweil 3000</li> <li>• Save the file</li> </ul>   | <b>Main toolbar: Open button (Ctrl O)</b><br>  |
| <b>4. Read text in any application</b>   | <i>Kurzweil 3000's Taskbar</i> tool can help you read text in any application: <ul style="list-style-type: none"> <li>• Right Click on your taskbar and make sure the Kurzweil Taskbar Toolbar is checked.</li> <li>• Drag and drop selected text from any program onto the Kurzweil box on your taskbar and it will be read to you.</li> <li>• Use NEW Image selector tool to grab and read text embedded in images!</li> </ul>   | <b>Windows Taskbar -&gt;Toolbars-&gt;Kurzweil Taskbar</b><br>  |



## Getting your content/files into *Kurzweil 3000* (continued)

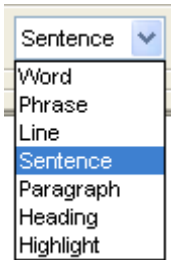


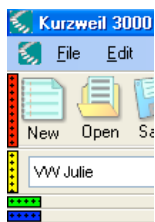
| <i>What would you like to do?</i>  | <i>How can Kurzweil 3000 help?</i>   | <i>Suggested tools to use...</i>   |
|--|--|--|
| <b>5. Read the Web</b><br><br><br><br> | <i>Kurzweil 3000</i> can read web pages using <i>Mozilla Firefox</i> or <i>Internet Explorer</i> browsers. <ul style="list-style-type: none"> <li>Press the Read-the-Web button</li> <li><i>Kurzweil 3000</i> automatically opens your default web-browser and provides a mini-<i>Kurzweil3000</i> toolbar</li> <li>Click mouse wherever you would like to begin reading</li> <li>Click the read button on your mini <i>Kurzweil 3000</i> toolbar.</li> </ul>  | <b>Main toolbar:</b> Read the Web<br><br>   |
| <b>6. Open an existing Document</b><br><br>NOTE: More and more curriculum materials are ALREADY digital and chances are Kurzweil 3000 can read them!   | <i>Kurzweil 3000</i> can open and read most digital files including .doc, .docx, .txt, .rtf, .kes, .html, NIMAS*, file formats. ( <i>Kurzweil 3000</i> can not read video or audio files.) <ul style="list-style-type: none"> <li>From within <i>Kurzweil 3000</i> select <i>open</i></li> <li>Browse to your file</li> <li>Click <i>Open</i></li> <li>The file will appear in <i>Kurzweil 3000</i></li> <li>You can <b>edit the text</b> in these files</li> </ul>  | <b>Main toolbar:</b> Open button (Ctrl O)<br><br><br><br>*NIMAS: National Instructional Materials Accessibility Standard<br><a href="http://www.nimas.cast.org">www.nimas.cast.org</a>  |
| <b>7. Get Books from Bookshare.org</b><br><br>  | <i>Kurzweil 3000</i> can open and read files from <a href="http://www.Bookshare.org">www.Bookshare.org</a> , a digital text repository with over 95,000 titles. <ul style="list-style-type: none"> <li>You need to be qualified with a print-based disability and receive a Bookshare username and password to download books.</li> <li>Select the <i>online</i> pulldown menu.</li> <li>Select <i>Search for Books</i></li> <li>Download Book</li> <li>Enter username and password.</li> <li><i>Kurzweil</i> opens the .opf file</li> </ul> | <b>Menu Bar -&gt; Online-&gt; Search for Books</b><br><br><b>OR: Download daisy books from <a href="http://www.bookshare.org">www.bookshare.org</a> directly. Unzip the packaged files. Open the .opf file from within <i>Kurzweil 3000</i>.</b><br><br><b>Note:</b> Detailed instructions for working with Bookshare files can be downloaded from the Training Resources page at <a href="http://www.kurzweilededu.com/training-resources.html">www.kurzweilededu.com/training-resources.html</a> |
| <b>8. Open a new blank document to write</b>   | <i>Kurzweil 3000</i> is a talking word processor. Click “NEW” in <i>Kurzweil 3000</i> to begin a new blank writing document.   | <b>Main toolbar:</b> New button (Ctrl N)<br><br>  |
| <b>9. Is there content already available in <i>Kurzweil 3000</i> format? YES!</b>  | <ul style="list-style-type: none"> <li>Over 1800 public domain <i>Classic Literature</i> titles are on the <i>Kurzweil 3000</i> DVD and in the “Shared Collections” folder in the Web Universal Library,</li> <li><i>Metro Non-Fiction Bookbag</i></li> <li><i>Reading A-Z</i> leveled readers</li> <li><i>Passport Reading Journeys</i> (Voyager)</li> <li><i>Language!</i> (Voyager)</li> </ul>  | <b>For more information about these and other Content Resources:</b><br><a href="http://www.kurzweilededu.com/content-resources.html">http://www.kurzweilededu.com/content-resources.html</a>  |

# Reading




| <i>What would you like to do?</i>                  | <i>How can Kurzweil 3000 help?</i>   | <i>Suggested tools to use...</i>  |
|--|--|---|
| <b>1. Read Text Aloud</b>                          | Kurzweil 3000's <b>Text to speech technology</b> correctly reads text selections aloud, models fluent reading, and supports difficulties with decoding.  | <b>Main toolbar:</b> Read button (F3)<br>  |
| <b>2. Change Voice</b>                             | You can change the <b>reading voice</b> to suit your preference. To change the <b>voice</b> : <ul style="list-style-type: none"> <li>Click on the down arrow on the <b>Voice button</b> on your yellow reading toolbar</li> <li>Select a voice</li> </ul> <p>Kurzweil will access any speech engines on your computer. When installed, it provides you with a number of voice choices including the following high quality voices:</p> <ul style="list-style-type: none"> <li>Julie (English)</li> <li>Paul (English)</li> </ul> | <b>Reading Toolbar:</b> Voice button<br><br><br>NOTE: For <i>English Language Learners</i> and for reading text in foreign languages, the following voices are also available: <ul style="list-style-type: none"> <li>Violeta (Spanish)</li> <li>Jacques (French)</li> </ul> |
| <b>3. Change Speed</b>                             | The <b>Reading Speed</b> WPM can be increased or decreased to support the needs of the user and the density of the text.<br>To change the reading speed: <ul style="list-style-type: none"> <li>Click the red UP or DOWN arrows on your Speed button</li> <li>OR Click in the box on your Speed button and type in the desired reading rate</li> </ul>   | <b>Reading Toolbar:</b> Speed Button<br><br><b>WPM: Words Per Minute</b><br><br>Increase: (F11)<br>Decrease: (F12)   |
| <b>4. Change size of Text</b>                      | To support users with low vision, you can easily <b>increase</b> or <b>decrease</b> the <b>size</b> of an image document viewed in Kurzweil 3000 by changing the <b>Zoom</b> value: <ul style="list-style-type: none"> <li>Click the red UP or DOWN arrows on your <b>Zoom button</b></li> <li>OR Click the blue down arrow to select a preset zoom value.</li> </ul>  | <b>Reading Toolbar:</b> Zoom Button<br><br><br>Zoom in: (F7)<br>Zoom out: (F8)<br><br><b>Note:</b> for text documents, just change the font size.  |
| <b>5. Change the Pace that Kurzweil is Reading</b> | The <b>Reading Pace</b> or <b>Mode</b> can be adjusted. <ul style="list-style-type: none"> <li><b>Continuous:</b> continuous reading from page to page.</li> <li><b>Self Paced:</b> for pausing reading at the end of each unit. Click <b>Read</b> button to begin again.</li> </ul>   | <b>Reading Toolbar:</b> Mode Button<br>  |









## Reading (Continued)

| <i>What would you like to do?</i>   | <i>How can Kurzweil 3000 help?</i>   | <i>Suggested tools to use...</i>  |
|---|--|---|
| <b>6. Change size of Unit Highlighted</b>   | <p><i>Kurzweil 3000</i> highlights a specified <b>Unit</b> of text when reading. You can adjust the chunk of text that is highlighted when reading:</p> <ul style="list-style-type: none"> <li>Click on <b>Unit</b> Button</li> <li>Select one of the following: <ul style="list-style-type: none"> <li>Word</li> <li>Phrase</li> <li>Line</li> <li>Sentence</li> <li>Paragraph</li> <li>Heading</li> <li>Highlight</li> </ul> </li> </ul> | <p><b>Reading Toolbar: Unit Button</b></p>   |
| <b>7. Change the Page</b>   | <p>To move from one page to another in <i>Kurzweil 3000</i>:</p> <ul style="list-style-type: none"> <li>Click the red UP or DOWN arrows on your <b>Page buttons</b>.</li> <li>OR</li> <li>Click the box and type in the page you would like to go to.</li> <li>Press the “Return/Enter” Key</li> </ul>   | <p><b>Reading Toolbar: Page Button</b></p>  <p>Next Page (<b>Ctrl E</b>)<br/>Previous Page (<b>Ctrl R</b>)</p> |
| <b>8. Turn off speech, but continue to highlight words to keep on task when reading independently</b> | <p>To Practice Silent Reading or Oral reading fluency skills with <i>Kurzweil 3000</i>:</p> <ul style="list-style-type: none"> <li>Click <b>Audible</b> button to silence the voice but continue highlighting at the set reading speed. It changes to <b>Silent</b>.</li> <li>Click <b>Silent</b> to toggle back to audible reading.</li> </ul>  | <p><b>Main toolbar: Audible/Silent button</b></p>  <p>Click: Audible for Silent reading</p>                  |
| <b>9. Open or Close Toolbars</b>  | <p><i>Kurzweil 3000</i> has FOUR toolbars:</p> <ul style="list-style-type: none"> <li>Main</li> <li>Reading</li> <li>Study Skills</li> <li>Writing</li> </ul> <p>To <b>Open/Close</b> Toolbars:</p> <ul style="list-style-type: none"> <li>Click on the color coded toggle buttons on the left.</li> </ul>   | <p><b>Toolbar Toggles:</b></p>   |
| <b>10. Customize toolbars</b>   | <p>Tools on each toolbar can be added, removed or rearranged. Specific toolbar sets can be saved.</p>  | <p><b>Menu Bar -&gt;Tools-&gt;Customize-&gt;Toolbars</b></p>  |
| <b>11. Make other customizations to the reading environment</b>                                       | <p><i>Kurzweil 3000</i> has numerous other options/preferences that can be adjusted to suit the individual learning needs of the user. Select <b>Tools-&gt;Options</b> to explore the many customizable features.</p>  | <p><b>Menu Bar -&gt;Tools-&gt;Options (Ctrl F1)</b></p>   |





# Vocabulary

| <i>What would you like to do?</i>  | <i>How can Kurzweil 3000 help?</i>   | <i>Suggested tools to use...</i>  |
|--|--|---|
| <b>1. Support Vocabulary Development</b>   | <p><i>Kurzweil 3000</i> has several <b>Word Study tools</b> available to ensure understanding of new vocabulary words and to support reading comprehension. These reference tools are visual and auditory to support independent learning, unlimited repetition, and reinforcement:</p> <ul style="list-style-type: none"> <li>• Dictionary</li> <li>• Human Pronunciation</li> <li>• Thesaurus</li> <li>• Picture Dictionary</li> <li>• Syllables</li> <li>• Spell</li> <li>• Translate</li> <li>• Word Lists</li> <li>• Extract Vocab Study Guide</li> </ul> <p>NOTE:<br/>Any word study tool content can be copied and pasted in to other documents to create vocabulary journals, support note-taking, etc</p> | <p><b>Main toolbar:</b></p>    |
| <b>2. Get Definition of a Word</b>   | <p>To get the definition of any word using your chosen dictionary:</p> <ul style="list-style-type: none"> <li>• Place your cursor just before a word or double click on a word to select it</li> <li>• Click on the Definition Button</li> </ul>   | <p><b>Main toolbar: Dictionary (Ctrl D)</b></p>    |
| <b>3. Change the Digital Dictionary</b>  | <p>In addition to the default American Heritage Dictionary, <i>Kurzweil 3000</i> offers several different dictionaries to choose from:</p> <ul style="list-style-type: none"> <li>• American Heritage Children's</li> <li>• English-&gt;Spanish</li> <li>• English-&gt;French</li> <li>• English -&gt;Italian</li> <li>• Spanish-&gt; English</li> <li>• And others...</li> </ul> <p>To change your Dictionary:</p> <ul style="list-style-type: none"> <li>• Select <b>Reference</b></li> <li>• Select Change Dictionary</li> <li>• Click on the dictionary you want to use.</li> </ul>  | <p><b>Menu Bar-&gt;Reference-&gt;Select Dictionary-&gt;click on your dictionary choice</b></p> <p>Note: <i>Bilingual dictionaries</i> are available to support <i>English Language Learners</i></p> |
| <b>4. Find synonyms of a Word to support comprehension or to expand word-choices when writing.</b> | <p>A Digital Roget's Thesaurus is built in to <i>Kurzweil 3000</i>:</p> <ul style="list-style-type: none"> <li>• Place your cursor just before a word or double click on a word to select it</li> <li>• Click on the Synonym Button</li> </ul>   | <p><b>Main toolbar: Synonym (Ctrl Q)</b></p>   |


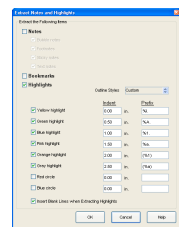
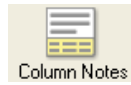
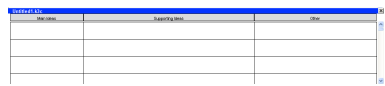
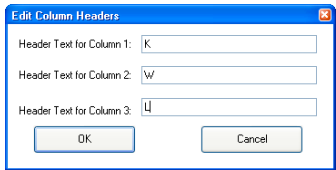
## Vocabulary (Continued)

| <i>What would you like to do?</i>  | <i>How can Kurzweil 3000 help?</i>  | <i>Suggested tools to use...</i>   |
|--|---|--|
| <b>5. Get Human Pronunciation</b> of a word  | For instances when a human voice pronunciation would be more beneficial than a computerized voice: <ul style="list-style-type: none"> <li>Place your cursor just before a word or double click on a word to select it</li> <li>Click on the <b>Pronounce</b> button</li> </ul>  | <b>Main toolbar: Pronounce (Ctrl U)</b><br>   |
| <b>6. Learn how a word breaks down in to syllables</b>                                     | To get the Syllabication of any word: <ul style="list-style-type: none"> <li>Place your cursor just before a word or double click on a word to select it</li> <li>Click on the <b>Syllables</b> button</li> </ul>   | <b>Main toolbar: Syllables (Ctrl Y)</b><br>   |
| <b>7. Practice Spelling</b> a word   | To practice the correct Spelling of a word: <ul style="list-style-type: none"> <li>Place your cursor just before a word or double click on a word to select it</li> <li>Click on the <b>Spell</b> button</li> </ul>   | <b>Main toolbar: Spell (Ctrl L)</b><br><br>NOTE: This is NOT Spell Check  |
| <b>8. Check Spelling</b> of a word   | To check the Spelling of any word you type: <ul style="list-style-type: none"> <li>Click on the <b>Spell Check</b> Button</li> <li>Click on each choice to hear your options</li> <li>Click <b>Change</b></li> </ul>  | <b>Writing toolbar: Spell Check (Shift F8)</b><br>  |
| <b>9. Translate</b> passages of text to another language                                   | To use the <i>Translate</i> feature powered by <i>Google Translate</i> : <ul style="list-style-type: none"> <li>Highlight the selection of text you would like translated.</li> <li>Click the Translate button</li> <li>Select the Language From and Language To</li> <li>Click Translate.</li> <li>Click Read to hear the text</li> <li>OR Click Open in new document to create a new document of the translation.</li> <li>Save the new document.</li> </ul> Also great for <i>translating documents</i> to share non-legal documents with students, parents and other members of the team. | <b>Main toolbar: Translate</b><br><br><b>* 64 Languages supported</b><br>A powerful tool for <i>English Language Learners</i> to translate on the fly and build their knowledge of English.<br>NOTE: You must be connected to the internet to use this feature. |
| <b>10. Get a Picture</b> of a word<br><br>You can also create your own picture dictionary: | Kurzweil 3000 has a built-in picture dictionary of 1500 images. <ul style="list-style-type: none"> <li>Place your cursor just before a word or double click on a word to select it</li> <li>Click on the <b>Picture</b> button</li> <li>Picture will pop up</li> </ul> To create your own: Menu Bar ->Reference->Select Dictionary->Picture Dictionary -> Setup->New->Browse to folder of your images   | <b>Main toolbar: Picture</b><br><br>NOTE: The Picture Dictionary is also available in Spanish to support <i>English Language Learners</i> .   |


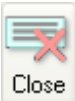



## Study Strategies

| <i>What would you like to do?</i>  | <i>How can Kurzweil 3000 help?</i>   | <i>Suggested tools to use...</i>   |
|--|--|--|
| <p><b>1. Enhance</b> my existing off-computer study strategies or <b>innovate</b> new ways of teaching <b>study strategies</b> using <i>Kurzweil 3000</i>.</p>             | <p>Study strategies need to be explicitly taught, modeled and practiced. Study strategies help students go <i>beyond</i> reading to organizing, synthesizing, and analyzing information so that they can comprehend and retain new information.</p> <p>Common strategies include:</p> <ul style="list-style-type: none"> <li>• Activating prior knowledge</li> <li>• Actively monitoring comprehension</li> <li>• Organizing main ideas and concepts</li> <li>• Generating and answering questions</li> <li>• Summarizing important information</li> </ul> <p>As you explore the various tools available in <i>Kurzweil 3000</i>, consider all of the great strategies you are already using, explore new ones, and innovate ways of using <i>Kurzweil 3000</i> to help gain meaning from reading.</p> | <p><b>Study skills toolbar: All Tools</b></p>   |
| <p><b>2. Use <i>Kurzweil 3000</i> with an <b>Interactive White Board (IWB)</b></b></p>  | <p>Excellent idea! Using Kurzweil300 with an IWB is a great way to get students to actively and collaboratively engage in text . It is also a powerful way to model and explicitly teach good study strategies.</p>  | <p><b><i>Kurzweil 3000</i> installed on the Computer that is connected to your IWB and Projector.</b></p>  |
| <p><b>3. Highlight</b> important information</p>   | <p><b>Highlighters Tools</b> for highlighting key text structures before thoroughly reading the text or to mark up key information during reading.</p> <ul style="list-style-type: none"> <li>○ Different colors of highlighters let you associate different concepts with different colors (Parts of speech, vocabulary words, causes and effects, main ideas and supporting details, notes for a writing assignment, etc. (e.g. Green-Topic and concluding sentences, Yellow=Key Ideas, Pink=examples, evidence and elaborations, Blue=new vocabulary,)</li> </ul>   | <p><b>Study skills toolbar: Highlighter</b> (teacher-selected color code)</p>  <p>(Orange and Grey highlighters are also available and can be put on your toolbar by selecting <b>Tools-&gt;Customize Toolbars</b>)</p> |
| <p><b>4. Circle</b> important information</p>  | <p><b>Circle Tools</b> for circling key text structures before thoroughly reading the text or to mark up key information during reading.</p> <ul style="list-style-type: none"> <li>○ Different circle colors can be used to indicate specific text structures, categories, parts of speech, etc</li> </ul> <p>(NOTE: Blue and Red Circle tools can be put on your toolbar by selecting <b>Tools-&gt;Customize Toolbars</b>)</p>   | <p><b>Study skills toolbar: Circle OR Tools-&gt;notes-&gt;circle</b></p>    |

## Study Strategies (Continued)




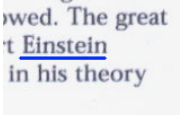


| <i>What would you like to do?</i>   | <i>How can Kurzweil 3000 help?</i>   | <i>Suggested tools to use...</i>   |
|---|--|--|
| <b>5. Erase Highlights or Circles</b>   | <b>Highlights and Circles</b> can be erased by selecting the <b>Erase tool</b> and dragging your mouse over the highlighted or circled text.   | <b>Study skills toolbar: Erase</b><br>  |
| <b>6. Collect highlighted text to create a study guide or outline of important information.</b> | <b>Extract</b> feature can be used to extract any/all of your notes and highlights and create a new text document that can be used later to record answers or study for tests. <ul style="list-style-type: none"> <li>Highlight desired text</li> <li>File-&gt;extract-&gt;notes and highlights</li> <li>Select the highlights you want</li> <li>Name and save the new file</li> </ul>   | <b>Menu Bar-&gt;File-&gt;Extract-&gt;Notes and Highlights</b><br>   |
| <b>7. Create a Column Note</b>  | <b>Column Notes</b> are used to organize text into meaningful categories. <ul style="list-style-type: none"> <li>Click on the <b>Column Note</b> tool to open a 3-column note that will appear at the bottom of the page.</li> <li>To add content to the note: <ul style="list-style-type: none"> <li>Type directly into a cell</li> <li>OR Drag and drop text from the open file above</li> <li>OR Highlight key information and File-&gt;extract-&gt;extract highlights into Column Notes</li> <li>Save the Column Note file (.k3c)</li> <li>Same column note can be used to collect notes from multiple files.</li> </ul> </li> </ul> | <b>Study skills toolbar: Column Note</b><br><br><br><b>NOTE:</b> Right click in a column note for additional options: <ul style="list-style-type: none"> <li>Hide 3<sup>rd</sup> Column</li> <li>Copy to Excel</li> <li>Cover &amp; Reveal 2<sup>nd</sup> Column</li> <li>And more...</li> </ul> |
| <b>8. Change Column Note headings</b>   | Column Note headings can be changed to correlate with a specific educational task or purpose. To change the headings: <ul style="list-style-type: none"> <li>Right click on the heading</li> <li>Type your desired headings in the dialog box</li> <li>Click OK</li> </ul> <p>Ideas for Column Note headings</p> <ul style="list-style-type: none"> <li>K-W-L</li> <li>Causes-Effects</li> <li>Word -Definition-Sentence</li> <li>Character-Traits-Quotes</li> <li>Predictions-What actually happened</li> <li>Other ideas??</li> </ul>  | <b>Right Click on Column Note Header:</b><br>   |

## Study Strategies (Continued)


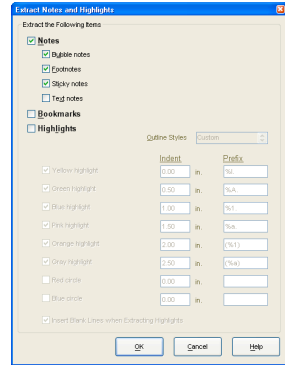
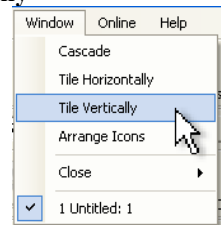
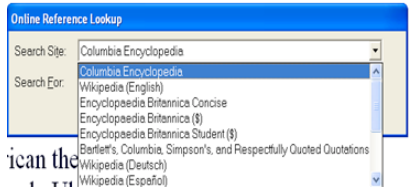
| <i>What would you like to do?</i> | <i>How can Kurzweil 3000 help?</i>   | <i>Suggested tools to use...</i>  |
|-----------------------------------|--|---|
| <b>9. Insert a Foot Note</b>      | <p><b>Foot Notes</b> can be used for writing answers to your self-generated questions, providing clarifying information, etc. The content of Footnotes is hidden until the footnote is opened with a <i>double click</i>. Footnotes appear as numbered boxes within the text.</p> <ul style="list-style-type: none"> <li>Click on text in your open document</li> <li>Click on the <b>Foot Note</b> Button</li> <li>A numbered anchor appears where you had your cursor and a Foot Note window opens at the bottom of the document.</li> <li>Type your question, answer, clarifying info, etc.</li> <li>Click the <b>Close</b> Button on the Study Skills Toolbar</li> </ul> | <p><b>Study skills toolbar: Foot Note</b></p>  <p><b>To close the footnote:</b><br/><b>Study skills toolbar: Close</b></p>    |
| <b>10. Insert a Sticky Note</b>   | <p><b>Sticky Notes</b> can be used to insert questions/notes about the text or provide instructions. They are brightly colored and stand out when reading the text.</p> <ul style="list-style-type: none"> <li>Click on the Sticky Note Button</li> <li>Click anywhere on your open document</li> <li>Begin Typing</li> </ul>  | <p><b>Study skills toolbar: Sticky Note</b></p>  <p>NOTE: not available in text documents</p>   |
| <b>11. Insert a Text Note</b>     | <p><b>Text Notes</b> can be used to answer questions in a .kes test or quiz file. They have a transparent background – great for fill-in-the-blanks or labeling graphics.</p> <ul style="list-style-type: none"> <li>Click on the <b>Text Note</b> Button</li> <li>Click anywhere on your open document</li> <li>Begin Typing</li> </ul>   | <p><b>Study skills toolbar: Text Note</b></p>  <p>NOTE: not available in text documents</p> <p>TO Quickly insert text notes on every blank line on a page:<br/><b>Menu Bar -&gt;Tools -&gt; Fill-in-the-blanks</b></p>   |
| <b>12. Insert a Voice Note</b>    | <p><b>Voice note</b> tool can be used to insert a recording of your own voice noting your thoughts about the text being read. It relieves the user of the mechanics of typing.</p> <ul style="list-style-type: none"> <li>Click on the <b>Voice Note</b> Button</li> <li>Click anywhere on your open document</li> <li>A dialog box will open</li> <li>Click on the microphone to record a message up to 120 seconds long.</li> <li>Click okay</li> <li>To hear the note: Double click</li> </ul>  | <p><b>Study skills toolbar: Voice button</b></p>  <p>NOTE: Microphone is needed to record voice notes.</p> <p>Voice notes are a great way to support <i>English Language Learners</i> by embedding clarifying notes recorded by native speakers of the language.</p> |




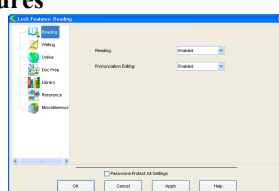

## Study Strategies (Continued)

| <i>What would you like to do?</i>   | <i>How can Kurzweil 3000 help?</i>  | <i>Suggested tools to use...</i>  |
|---|---|---|
| <b>13. Insert a <b>Bookmark</b></b><br>to mark important places in the text.  | <b>Bookmarks</b> can be used to digitally mark key points in the text. <ul style="list-style-type: none"> <li>Click anywhere on your open file.</li> <li>Click on the <b>Bookmark</b> Button</li> <li>A dialog box will open</li> <li>Type in description and click <i>Add</i></li> <li>To view Bookmarks in a document, click on the bookmark tool to view them all.</li> <li>Click on the Bookmark you would like to <i>go to</i>.</li> </ul>   | <b>Study skills toolbar: Bookmark</b><br>  |
| <b>14. Create Mp3/Audio file</b><br> | Any file you open in Kurzweil 3000 can be turned in to an <i>audio file</i> that can be played on an mp3 player. Great for Studying on the bus! <ul style="list-style-type: none"> <li>File-&gt;Create Audio file</li> <li>Save file to iTunes or folder</li> </ul>   | <b>Menu Bar -&gt;File-&gt;Audio File -&gt;Create Audio File</b>   |
| <b>15. Insert a <b>Hyperlink</b></b><br>to a website that supplements the text.                                       | <b>Hyperlinks</b> can be added to create a link to a web page, another document, or points within a document. <ul style="list-style-type: none"> <li>Place cursor next to word in text where you would like to create a hyperlink.</li> <li>Choose type of hyperlink and fill in required information</li> <li>Click okay</li> <li>A blue line will appear under the selected word.</li> <li>Double Click the word to open your link.</li> </ul>  | <b>Study skills toolbar: Hyperlink</b><br><br>   |
| <b>16. Insert a <b>Bubble Note</b></b><br>to embed comprehension questions.   | <b>Bubble Notes</b> are used to embed comprehension questions, clarify information, etc. They “pop up” when reading. <ul style="list-style-type: none"> <li>Put cursor in front of or in middle of text.</li> <li>Select Bubble Note tool</li> <li>Select type of question <ul style="list-style-type: none"> <li>No Question</li> <li>True False</li> <li>Multiple Choice</li> <li>Text Answer</li> </ul> </li> <li>Fill in question and choices</li> <li>Preview and Click OK</li> </ul> <p>Answers to notes can be extracted and saved or printed: <b>File-&gt;extract-&gt;Notes and Highlights -&gt; Bubble notes</b></p> | <b>Study skills toolbar: Bubble Note</b><br><b>OR Tools-&gt;-Notes-&gt;Add Bubble Note</b><br><br><p>When embedded in text, a Bubble Note looks like this:</p>  |


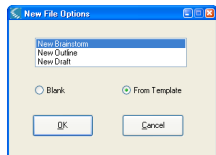


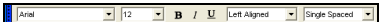



## Study Strategies (Continued)

| <i>What would you like to do?</i>   | <i>How can Kurzweil 3000 help?</i>   | <i>Suggested tools to use...</i>  |
|---|--|---|
| <b>17. Delete a note</b>  | Any notes can be deleted: <ul style="list-style-type: none"> <li>Click on the note ONE time</li> <li>Click <b>delete</b> button on Study Skills toolbar.</li> <li>OR Right Click on a note and select "Delete note"</li> </ul>   | <b>Study skills toolbar: Delete</b><br>  |
| <b>18. Collect Answers/Content in Notes</b>   | <b>Extract</b> feature can be used to extract any/all of your notes and highlights and create a new text document that can be used later to record answers or study for tests. This document can be saved, revised and printed. <ul style="list-style-type: none"> <li>File-&gt;extract-&gt;notes and highlights</li> <li>Select the note types you want to extract</li> <li>Click OK</li> <li>Name and save the new file</li> </ul>   | <b>File-&gt;Extract-&gt;Notes and Highlights</b> To extract answers and then save or print the file.<br><br><b>Menu Bar-&gt;File-&gt;Extract-&gt;Notes and Highlights</b><br> |
| <b>19. View Two files side-by-side</b><br><br>(For example: Notes file and Content/Book File) | <b>Tile Vertically</b> feature can be used to look at two files side-by-side. Responses can be typed or dragged-and-dropped into the notes document. <ul style="list-style-type: none"> <li>Open Content/Book file</li> <li>Open the Notes file</li> <li>Select <b>Window-&gt;Tile Vertically</b></li> <li>The two documents will appear side by side.</li> </ul>  | <b>Menu Bar -&gt; Window -&gt;Tile Vertically</b><br>  |
| <b>20. Research topics without getting lost on the internet.</b>                              | From within <i>Kurzweil 3000</i> , you can search a number of <b>online reference tools</b> (Wikipedia, Columbia Encyclopedia, etc.) for information about a topic. <ul style="list-style-type: none"> <li>Menu Bar -&gt;Online -&gt;Online Reference Lookup</li> <li>Select site to Search</li> <li>Type in topic to search</li> <li>Click OK</li> <li>The encyclopedia pages will immediately be opened in <i>Kurzweil 3000</i> to read, save, take notes, etc.</li> </ul> | <b>Menu bar -&gt; Online -&gt; Online Reference lookup</b><br>   |



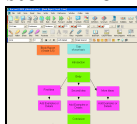


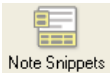


# Test Taking

| <i>What would you like to do?</i>   | <i>How can Kurzweil 3000 Help?</i>  | <i>Suggested tools to use...</i>   |
|---|---|--|
| <p><b>1. Create a Test, Quiz, Worksheet</b></p> <p><i>After you have created your test, quiz or worksheet in any other program: you can send it to Kurzweil 3000.</i></p> | <p>Create the test, quiz, worksheet, or other supplementary curriculum material using whatever program you normally use.</p> <ul style="list-style-type: none"> <li>• Open the program in which you created the file</li> <li>• Open the file</li> <li>• Select Print</li> <li>• Select the KESI Virtual Printer</li> <li>• Select OKAY</li> <li>• File will open in <i>Kurzweil 3000</i></li> <li>• Add any needed Text Notes, or other annotations.</li> <li>• Name and Save the file.</li> <li>• It is now a .kes file to be shared</li> </ul> | <p><b>Virtual Print</b></p> <p><b>From within any <i>other</i> non-Kurzweil 3000 program:</b></p> <p>Print-&gt;<br/>Change Printer to <b>KESI Virtual Printer</b>-&gt; Click <b>OK</b></p>   |
| <p><b>2. Answer Questions on a test or worksheet</b></p>  | <p>Any <b>Study Skills Tools</b> can be used to mark answers to a test or quiz.</p> <p><b>Text Notes</b> are the most popular for answering questions in a .kes test or quiz file. They have a transparent background – great for fill-in-the-blanks.</p> <ul style="list-style-type: none"> <li>• Click on the <b>Text Note</b> Button</li> <li>• Click anywhere on your open document</li> <li>• Begin Typing</li> <li>• OR use <b>Highlights, Circles, Voice Notes</b> or other note tools to indicate an answer.</li> </ul>                   | <p><b>Study skills toolbar: Text Note</b></p>  <p><b>NOTE:</b> not available in text documents</p> <p>TO Quickly insert text notes on every blank line on a page:<br/><b>Menu Bar -&gt;Tools -&gt; Fill-in-the-blanks</b></p> |
| <p><b>3. Disable features for a test</b></p>  | <p>Features such as Vocabulary supports, spell check and others can be disabled at the computer level.</p> <ul style="list-style-type: none"> <li>• Select Tools-&gt;Lock Features</li> <li>• Select the desired features you would like to block</li> <li>• Password protect the locks if desired</li> <li>• Click OK</li> </ul>   | <p><b>Menubar -&gt; Tools -&gt; Lock Features</b></p>  <p>Note: you can password protect feature locks</p>  |
| <p><b>4. Password Protect a test or other file</b></p>  | <p>In High Stakes instances, it may be necessary to password protect a file. With this file encryption, the file can not be opened without the password.</p>  | <p><b>Menubar -&gt;File-&gt; File Properties -&gt; File Encryption</b></p>   |
| <p><b>5. Print a document</b></p>   | <p>You can Print any document you open in Kurzweil 3000.</p> <ul style="list-style-type: none"> <li>• Click the <b>Print</b> icon</li> </ul>  | <p><b>Main toolbar: Print (Ctrl P)</b></p>    |

# Writing

| <i>What would you like to do?</i>                   | <i>How can Kurzweil 3000 Help?</i>  | <i>Suggested tools to use...</i>  |
|---|---|---|
| <b>1. Start Writing</b>                             | <p><i>Kurzweil 3000</i> has tools to support all stages of the Writing Process. No matter what type of learning style, there are multiple entry points into and through the writing path as part of the multi-draft cyclical process of writing.</p> <ul style="list-style-type: none"> <li>Click on <b>Start Writing</b> button to begin</li> <li>A dialog box will open</li> <li>Select the type of document you would like to begin with: <ul style="list-style-type: none"> <li>Outline</li> <li>Brainstorm</li> <li>Draft</li> </ul> </li> <li>Click OK</li> </ul> | <p><b>Writing toolbar: Start Writing</b></p>   <p><b>OR</b></p> <p><b>Main toolbar: NEW</b> button (Ctrl N)</p>  <p><b>to start a new blank Draft.</b></p> |
| <b>2. Listen to my written work</b>                 | <p><i>Kurzweil 3000</i>'s talking word processor to read text out loud can be extremely helpful with editing and revising written work.</p>   | <p><b>Main toolbar: Read</b> (F3)</p>    |
| <b>3. Change Font, size, style, alignment, etc.</b> | <p>Basic tools for style are available:</p> <ul style="list-style-type: none"> <li>Font</li> <li>Size</li> <li>Style</li> <li>Alignment</li> </ul>  | <p><b>Writing toolbar: Style Tools</b></p>  <p><b>NEW</b> open dyslexic font</p>   |
| <b>4. Check Spelling</b>                            | <p>To check the Spelling of any word you type:</p> <ul style="list-style-type: none"> <li>Click on the <b>Spell Check</b> button</li> <li>Click on each choice to hear your options</li> <li>Click <b>Change</b></li> </ul>   | <p><b>Writing toolbar: Spell Check</b> (Shift F8)</p>    |
| <b>5. Get help with predicting words as I type</b>  | <p>Word Prediction will Guess words as they are typed based on frequency and recency.</p> <ul style="list-style-type: none"> <li>Click on the <b>Word Prediction</b> button</li> <li>Begin typing your draft</li> <li>Words will be offered as you type</li> <li>Click on the Number of the word to insert in to your text.</li> </ul>  | <p><b>Writing toolbar: Word Prediction</b> (Shift F11)</p>   |
| <b>6. Use Word Lists to support writing</b>         | <p><b>Word Lists</b> can prompt students to use content specific words and vary their word choices.</p> <ul style="list-style-type: none"> <li>Click on Word Lists</li> <li>Select Edit Word Lists</li> <li>Select up to four word lists</li> <li>Words can be selected, dragged and dropped from a word list to a draft</li> </ul>   | <p><b>Writing toolbar: Word Lists</b></p>  <p>New Word Lists can be created:<br/><b>Menu Bar -&gt;Tools-&gt;Set Up Word Lists</b></p>  |

## Writing (Continued)

| <i>What would you like to do?</i>   | <i>How can Kurzweil 3000 Help?</i>  | <i>Suggested tools to use...</i>   |
|---|---|--|
| 7. <b>Brainstorm</b> Ideas or create a Graphic Organizer template for writing | Use <b>Brainstorm</b> to map and organize ideas. Add visual cues with color, shape and size using the <b>Brainstorm Palette</b> . <ul style="list-style-type: none"> <li>Click on <b>Brainstorm</b> button</li> <li>Single click a bubble to select it</li> <li>Double-click a bubble to type text</li> <li>Select <b>Quick Takes</b> tool from <b>Brainstorm Palette</b></li> <li>Type ideas and hit <b>return</b></li> <li>A web of ideas is created</li> <li>Automatically available in <b>Outline View</b>, too.</li> </ul> | <b>Writing toolbar: Brainstorm</b><br><br>   |
| 8. Use a <b>Graphic Organizer</b> Template                                    | Create new graphic organizers or use/modify from a list of several pre-made <b>Brainstorm Graphic Organizer Templates</b> designed to support different genres of writing.  | <b>Writing toolbar: Start Writing -&gt; Open Brainstorm from Template</b><br>   |
| 9. Create or revise ideas in an <b>outline</b>                                | Begin Writing using an outline. <ul style="list-style-type: none"> <li>Click on the <b>Outline</b> button to start an outline from scratch OR</li> <li>Beginning with your <b>column notes</b> from your reading: <ul style="list-style-type: none"> <li>File-&gt;Extract Column Notes to <b>Outline</b></li> </ul> </li> <li>Use the Outline Palette to revise and add ideas to your outline OR</li> </ul>   | <b>Writing toolbar: Outline</b><br><br><br><b>Menu Bar -&gt; Extract -&gt;Column notes to an outline</b> |
| 10. Use a <b>Note Snippet</b> to support writing                              | <b>Note Snippets</b> are automatically created from every saved column note. If you don't need a lot of structure to support writing, <b>Note Snippets</b> are great way to access a floating collection of your notes while you are writing your draft in a blank document.  | <b>Study skills toolbar: Note Snippets</b><br><br>NOTE: Created from Column Notes ONLY  |
| 11. <b>View my outline and draft at the same time</b>                         | <b>Split Screen</b> button allows you to see your <b>Outline</b> and <b>Draft</b> at the same time.   | <b>Writing toolbar: Split Screen</b><br>  |
| 12. Create <b>Review items</b> from a <b>Writing Rubric</b>                   | For the Final Stage of the Writing Process, Click on the <b>Review Checklist</b> . Customize it to reflect individual writing rubrics.<br><br><b>To Modify Review items:</b><br><b>Menu Bar -&gt; Tools -&gt; Options -&gt; Review Items</b>  | <b>Writing toolbar: Review</b><br>  |

## How do you begin implementing *Kurzweil 3000*?

1. **LEARN** about *Kurzweil 3000* and expand your personal learning network by receiving quality professional development and joining the *Kurzweil 3000* community:

### CLT Implementation Services Department



[webex https://clt.webex.com](https://clt.webex.com)



[YouTube http://www.youtube.com/user/cambiumtech](http://www.youtube.com/user/cambiumtech)



**Kurzweil 3000 Listserv**



<http://www.kurzweiledu.com/blog>

2. **PLAN** ways to use *Kurzweil 3000* as a tool to *extend your reach* as a teacher or *increase your independence* as a student.

**What is your main goal for using *Kurzweil 3000* software?**

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**Are there any obstacles you need to consider?**

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3. **APPLY** what you have learned about *Kurzweil 3000* by incorporating it into your *existing teaching and learning strategies* using *your* curriculum content.

**1. One thing I can try tomorrow:**

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**2. One thing I can teach someone else to do:**

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**3. One thing I would like to explore further:**

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## Get Started using *Kurzweil 3000* TODAY!





**Notes/Action Items/Ideas:**